



TEXAS COUNCIL for
DEVELOPMENTAL
DISABILITIES

Translation and Interpretation Services Stipend Request Form

Texas organizations can apply for grants to support translation and interpretation services to reduce linguistic barriers among individuals with developmental disabilities and families to access services and supports in Texas. For more information, please go to: <https://tcdd.texas.gov/grants/funding-available/>

Instructions: Complete all sections of the application form. Please review the accompanying guidelines prior to completing this form.

Part 1: Applicant (Organization) Information

A. Legal Name of Organization:

B. DBA Name (if applicable):

C. Address:

C. Telephone:

D. Fax:

E. Email Address:

F. Check Type of Organization:

(01) State Agency

(02) Local Government Agency

(03) Private, Non-Profit

(04) Public, Non-Profit

(05) Private, For-Profit

(06) Institution of Higher Education

G. What types of services does your organization provide?

H. What is your organization's mission?

I. Organization's 14-digit State Comptroller Vendor ID:

J. DUNS Number:

K. Website:

Part 2: Translation/Interpretation Information

A. Title of Event or Material:

B. Description of Event or Material (1-3 sentences):

*Note: If applicable, a copy of the material to be translated must be attached to application.

C. Language(s) of translation or interpretation needed:

D. Date of event or when translation will be completed:

E. Translator/Interpreter Information:

Name of Individual(s)/Organization to provide translation or interpretation:

*Note: Evidence that the individual(s) is(are) certified to provide translation/interpretation services must be attached to application.

Part 3: Stipend Amount Request

Estimated cost for translation of material or interpretation:

*Note: A detailed quote for the cost of services must be attached to application.

Part 4: Terms and Conditions

- Organizations that receive funds will be responsible for complying with all rules and procedures of the Texas Council for Developmental Disabilities.
- Awards must be spent within 30 days after completion of the translation or interpretation service.
- No matching funds are required for this stipend.
- Funds are limited to \$3,000 per organization per year. Multiple applications from an organization may be considered until this maximum is reached.
- Funds will be provided on a **cost reimbursement basis**.
- Organizations must submit their translated materials to TCDD for reporting purposes. TCDD will not distribute these materials.
- A final activity report summarizing the services, outreach activities, and benefits to individuals with developmental disabilities and their families, along with the Reimbursement Report, must be submitted within 30 days after the translation or interpretation is completed.

Part 5: Statutory/Program Assurances

In order to apply for a TCDD stipend for translation/interpretation services, applicant organizations must read and agree to the [TCDD Assurances](#) in the application packet.

Certification Statement

The grantee hereby assures and certifies that it will comply with all guidelines and requirements with respect to this grant project as specified by:

- The Developmental Disabilities Assistance and Bill of Rights Act. (DD Act) of 2000 (P.L- 106- 402), and
- The Texas Council for Developmental Disabilities, as outlined in the TCDD Grants Manual, federal regulations in Title 45 CFR Part 75, and other relevant cost principles.

If granted funds under this funding program, I certify that I have read and accept all assurances and certifications and do hereby certify, warrant, and confirm that compliance with the assurances will be maintained.

Name of Agency Authorizing Official:

Title:

Date:

Signature of Authorizing Official:

Required Attachments:

- If applicable, a copy of the material to be translated
- If applicable, evidence that the individual(s) is(are) certified to provide translation/interpretation services
- Detailed quote for the cost of services
- TCDD Assurances, signed by the agency authorizing official



Translation and Interpretation Services Stipend Request Form - Instructions

Please use the following instructions to complete the stipend request form:

PART 1: Applicant (Organization) Information

A. – K. Provide information about the applicant organization as indicated.

PART 2: Request Justification

A - D. Provide information about the event or material as indicated. **If applicable, a copy of the material to be translated must be attached to application.**

E. Translator/Interpreter Information: Provide the name(s) of the individual(s) and/or organization that will provide the service. **Evidence that the individual(s) is(are) certified to provide translation/interpretation services must be attached to application.**

PART 3: Stipend Amount Request

Enter the estimated cost for translation of material or interpretation. **A detailed quote for services must be attached to application.**

PART 4: Terms and Conditions

This section describes terms and conditions of the stipend. By accepting the stipend, the applicant agrees to comply with these terms and conditions.

PART 5: Assurances

In order to apply for stipend support grants, applicants must read and agree to the TCDD Assurances. By signing the certification statement, the applicant acknowledges to have read and agree to comply with all the Assurances found at the beginning of this application. Applicant must complete the Certification Statement, sign, and return it with the completed Application to TCDD. The application must include the signed Certification Statement in order to be accepted.